



Arizona Court of Appeals, Division One

STATE COURTS BUILDING 1501 W. WASHINGTON STREET
PHOENIX, ARIZONA 85007

Judicial Law Clerkship with Judge Daniel J. Kiley

Title:	Law Clerk I	Grade:	Fixed Rate
Reports To:	Judicial Officer	Department:	Judicial Chambers
Exempt Status:	Exempt	Status:	Full-Time (40 hours per week)
Schedule:	Monday-Friday 8 hours per day	Salary:	\$60,170

Minimum Requirements:

Must be a law school graduate or a current law school student expecting to graduate **before the employment start date.**

EFFECTIVE IMMEDIATELY

The Honorable Daniel J. Kiley is currently accepting clerkship applications and materials from practicing lawyers or recent law school graduates who wish to begin a clerkship with the Arizona Court of Appeals, Division One. The first review date will be Friday, January 13, 2023; however, interviews may be conducted as applications are received. Therefore, applicants are encouraged to submit their application and materials as soon as possible.

The targeted start date for this position is a date to be determined in January 2023. The clerkship term will be for a period to end in August 2023, with the possibility of an extension until August 2024.

Position Summary:

The Arizona Court of Appeals, Division One, Law Clerk I position is an exempt salaried position. Under the direction of the Chambers Judge, a Law Clerk's primary responsibility is to review briefs and the court record and to prepare a pre-draft decision in assigned cases. This position presents a rare opportunity to work directly with experienced judges and staff lawyers on complex and fascinating legal issues, improve their writing and analytical skills, and make a lasting contribution to the law in Arizona.

Apply

Please include the following materials in **one combined PDF, not to exceed 15MB:**

- Cover Letter
- Resume
- Law School Transcript
- Writing Sample (no more than five pages; excerpts permitted)
- Two or Three Letters of Recommendation

IMPORTANT: Please click here for important application instructions: [Important: Law Clerk I Application Instructions](#)

Please click here to apply: [Court of Appeals, Division One Job Postings](#)

Job Description:

Cases that are assigned to a particular panel of judges are divided among the three judges on the panel, and draft decisions are prepared by law clerks or staff attorneys working with an individual judge. Law clerks may be asked to write an initial draft decision, with varying

degrees of input from the assigned judge. The draft is then circulated to the other judges on the panel for consideration when the case is set for conference.

At conference, the law clerk who has drafted a proposed decision may be asked to present the case to the panel of judges. The law clerk's presentation generally includes a summary of the relevant facts and an analysis of the relevant law. The law clerk is expected to have thoroughly reviewed the trial court record and to be available to help answer questions about the record. The law clerk who prepared the initial draft may also be asked to assist with post-conference editing and with cite-checking the draft.

During conference, law clerks also take notes on all cases presented, including cases presented by staff attorneys and other law clerks.

Essential Functions:

- Analyze the record and legal issues and undertake legal research.
- Draft proposed written decisions and submit to judges.
- Participate in conference, answer judges' questions, and attend oral arguments.
- Access and utilize the Court's case management system.
- Access and utilize SharePoint and Office 365.
- Act as bailiff for oral arguments.
- Law clerks may be given other projects by their judge(s). Such projects may include case law or statutory research, and assistance in handling requests for special action relief.
- An effective law clerk does whatever is necessary to help the judge work efficiently and productively.
- Law Clerks have shared administrative responsibilities with the chamber's Judicial Assistant.
- Law Clerks may be assigned general supervisory responsibilities for externs working in their chambers.
- Law Clerks are bound by the ethical standards established by the Code of Conduct for Judicial Employees.

Minimum Education and Experience Requirements:

- Bachelor's degree (B.A. /B.S.)
- Law degree from an accredited college/university and law school.

Knowledge, Skills, and Abilities:

- Knowledge and understanding of law, court procedures, and court systems.
- Knowledge of legal research tools (Westlaw, Lexis Nexis, etc.).
- Ability to work with professionalism in a busy environment.
- High ethical standards: Ability to maintain confidentiality regarding pending court cases and business processes.
- Ability to organize and manage multiple projects simultaneously and changes in responsibilities, duties, and procedures through cross training.
- Superior verbal and written communication skills.
- Superior research and analytical skills.
- Show initiative and sound judgement in decision making.
- Close attention to detail and commitment to accuracy.
- Excellent interpersonal skills in a variety of situations.
- Skilled in citation formatting.

Preferred Education and Experience:

Prior legal experience, including work as a lawyer, extern, or intern, is a plus. Other professional experience, particularly involving research and writing is preferred.

Preferred Knowledge, Skills, and Abilities:

NA

Reasoning Ability:

Ability to apply common sense and understanding to carry out instructions furnished in written, oral, and diagram form. Ability to deal with problems involving several variables in standardized situations. Ability to apply knowledge and experience to each case using parallels from other cases and deductive reasoning.

Physical Requirements and Equipment Operations:

- Prolonged periods of sitting or standing at a desk working on a computer.
- Retrieve boxes and case files from low and high storage areas.
- Lift and move up to 30 pounds.

Supervisory Responsibility:

- This position has no direct supervisory responsibility.

The above statements are intended to describe the general nature and level of work only. They are not intended to be an exhaustive list of all required responsibilities, duties, and skills. Other similar duties may be added, or the description amended at any time.

Selection Process

Applicants must be currently authorized to work in the United States on a full-time basis. Only applicants whose backgrounds most closely meet the needs of the position may be invited to interview. Requests for a special accommodation to participate in the interview process should be made at the time you are contacted to schedule an interview. The Selection Process may include first and/or second round panel interviews. This is a Regular, Full-time, non-exempt position.

EEO and ADA Compliance

The Court of Appeals, Division One is an Equal Employment Opportunity and Reasonable Accommodation Employer. Everyone is encouraged to apply and compete for jobs. If you require assistance at any stage of the application/exam process or during employment, due to an accessibility issue, please contact the Human Resources Department by phone at (602) 452-6708.

If you have any questions, please contact the Arizona Court of Appeals, Division One Human Resources office at (602) 452-6708.